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ABSTRACT

This curriculum guide describes the accounting curriculum in the following three areas: accounting clerk, bookkeeper, and nondegreed accountant. The competencies and tasks complement the Arizona validated listing in these areas. The guide lists 24 competencies for nondegreed accountants, 10 competencies for accounting clerks, and 11 competencies for bookkeepers. (These competencies are to be expected of entry workers.) For each competency, various tasks with their standard of performance, conditions for performance, source of the standard, and a performance guide are provided. A matrix of competencies is also included. These materials are intended to assist teachers in secondary and postsecondary vocational programs in developing a course of study, structuring learning sequences, determining standards of performance, and locating resources. (KC)

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ACCOUNTING CURRICULUM

BY

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ARIZONA CENTER FOR VOCATIONAL EDUCATION
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PREFACE

We are pleased to transmit our Accounting Curriculum Competency-Based efforts to you. Our objective was to develop these contents in a format useable to accounting teachers. Tasks are complete, yet brief enough to be a workable tool.

Each page includes information related to a specified task: a) the competency achieved when this and related tasks are performed, b) conditions necessary for performing the task, c) statement of the task, d) standard of performance for successfully completing the task, and e) the performance guide listing the steps ordinarily followed to perform the task. You will note that detailed steps in the performance guide will not necessarily be repeated in subsequent reference to that particular task. For example, journalizing and posting are included in numerous accounting tasks; therefore, a detailed list of steps for journalizing and posting are given only for the first performance guide for journalizing and posting.

A sincere effort was made to maintain the integrity of the industry-validated competencies, while preparing these materials as a useable resource for you. We hope you will find that we met that objective.

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EXECUTIVE SUMMARY

This document describes accounting curriculum in non-degreed accounting cluster. Twenty-five competencies not originally covered in the first curriculum guide are included in this addenda guide. Two instructors from Pima Community College, Ruben Estrada and Allen Doyle, developed the task sheets for each task contained in this document. For each of the validated competencies and tasks a standard of performance, condition for performance of the task, source of the standard and performance guide was developed. We hope that you will find these materials both helpful and meaningful to your students and to your accounting program.

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COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.a

TASK: Analyzes and records transactions into debit and credit parts.

STANDARD OF PERFORMANCE OF TASK:

Analyzes and records transactions into debit and credit parts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) List of accounts
(b) List of transactions
(c) Tools and equipment

PERFORMANCE GUIDE

1. Identify accounts affected in transaction
2. Classify accounts according to asset, liability or capital
3. Determine if accounts are increased or decreased
4. Record amount on appropriate debit or credit side

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.b

TASK: Journalizes transactions from information on source documents.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account and amount must be debited.
Appropriate account and amount must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal with general debit and general credit columns
(b) Source document(s)
(c) Tools and equipment

PERFORMANCE GUIDE

1. Enter current date in date column
2. Enter account title for debit entry in account title column
3. Enter debit amount in debit column
4. Enter account title for credit entry in account title column
5. Enter credit amount in credit column
6. Enter source document explanation in account title column
7. Verify account title and amount against source documents

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.c

TASK: Posts journal entries to general ledger accounts.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries to general ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts
(b) Journal entry(ies)
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Transfer date from journal to ledger account
2. Post in general ledger each amount in general debit column of journal to debit side of the account named in account title column
3. Post reference in ledger
4. Post reference in journal
5. Post in general ledger each column of journal to credit side of account named in account title column
6. Post reference in ledger
7. Post reference in journal
8. Update account balance of each account after posting

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.d

TASK: Prepares a trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General ledger with account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.e

TASK: Prepares an accounting work sheet.

STANDARD OF PERFORMANCE OF TASK:

Computes and records net income/loss. Total debits must equal total credits for income statement columns and balance sheet columns respectively.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Trial balance
(b) work sheet
(c) Tools and equipment

PERFORMANCE GUIDE

1. Write heading on the work sheet
2. Write accounts and amounts from trial balance on work sheet
3. Add the trial balance columns
4. Extend all the balance sheet items into the balance sheet columns
5. Extend all the income statement items into the income statement columns
6. Add the income statement columns and the balance sheet columns
7. Figure and record the net income (or loss) in the income statement columns
8. Extend the net income (or net loss) to the balance sheet columns
9. Rule double lines below the proving total of the income statement columns and the balance sheet columns

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.f

TASK: Prepares financial statements for a proprietorship.

STANDARD OF PERFORMANCE OF TASK:

Prepare, without error, income statement, capital statement and balance sheet following a prescribed industry standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepares income statement from information on completed work sheet
   a. Write headings
   b. Record income
   c. Compute and record gross profit
   d. List expenses and add
   e. Calculate net income
2. Prepares capital statement
   a. Write heading
   b. Enter beginning capital
   c. Enter capital adjustments
   d. Compute ending capital amount
3. Prepares a balance sheet from a completed work sheet
   a. Write heading
   b. Prepare assets section
   c. Prepare liabilities section
   d. Prepare proprietorship section
   e. Add liability and proprietorship sections
   f. Compare total amount of assets to total amount of liabilities and proprietorship
   g. Proofread for accuracy
   h. Draw double lines

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.g

TASK: Journalizes and posts closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Journal
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize closing entries
2. Post closing entries

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.h

TASK: Prepares post-closing trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits of the post-closing trial balance.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) End-of-period general ledger account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.a

TASK: Establish and maintain chart of accounts based on the needs of a business.

STANDARD OF PERFORMANCE OF TASK:

Develop a chart of accounts that enables preparation of financial statements as prescribed by user.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Accounting information needs of a business
(b) Tools and equipment

PERFORMANCE GUIDE

1. Determine needs of the business
2. Establish account titles that meet the needs of the business
3. List accounts by order as follows:
   a. Assets
   b. Liabilities
   c. Capital
   d. Operating revenue
   e. Cost of merchandise
   f. Operating expenses
   g. Other revenue
   h. Other expenses
4. Add or delete accounts as needed

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.b

TASK: Journalizes transactions using special journals.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account(s) and amount(s) must be debited.
Appropriate account(s) and amount(s) must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) A chart of accounts
(b) Special and general journals
(c) Source documents
(d) Tools and equipment

PERFORMANCE GUIDE

1. Select appropriate journals for transaction(s)
2. Write current date
3. Record debit amount in appropriate column
4. Record credit amount in appropriate column
5. Enter source document reference
6. Check for accuracy

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.c

TASK: Posts journal entries to general and subsidiary accounts receivable and accounts payable ledgers.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries from general columns and totals of special columns to general ledger accounts and appropriate subsidiary ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts
(b) Journal entry(ies)
(c) General ledger
(d) Subsidiary ledger for Accounts Receivable and Accounts Payable
(e) Tools and equipment

PERFORMANCE GUIDE

1. Post individual amounts from general columns to general ledger
2. Post individual amounts from accounts receivable and accounts payable to subsidiary ledgers
3. Post totals of special columns to general ledger

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.d

TASK: Prepares a work sheet including adjusting entries.

STANDARD OF PERFORMANCE OF TASK:

Computes and records net income/loss. Total debits must equal total credits for income statement columns and balance sheet columns respectively.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Trial balance
(b) Work sheet
(c) Information for needed adjustments
(d) Tools and equipment

PERFORMANCE GUIDE

1. Write heading on the work sheet
2. Write accounts and amounts from trial balance on work sheet
3. Add trial balance columns
4. Calculate adjustments for accounts such as: supplies, prepaid insurance, and merchandise inventory
5. Write merchandise inventory amount in adjustments columns
6. Record remaining adjustments in the adjustments columns
7. Extend all of the balance sheet items after adjustments into the balance sheet columns
8. Extend all income statement items after adjustments into the income statement columns
9. Add the income statement columns and the balance sheet columns
10. Figure and record the net income (or loss) in the income statement columns
11. Extend the net income (or net loss) to the balance sheet columns
12. Rule double lines below the proving total of the income statement columns and the balance sheet columns

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.e

TASK: Prepares financial statements for a proprietorship.

STANDARD OF PERFORMANCE OF TASK:

Prepares without error income statement, capital statement and balance sheet in a prescribed industry-standard format. Prepares schedules of accounts receivable and accounts payable. Total of each schedule must equal the balance of its respective control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement with cost of goods sold section
2. Prepare capital statement
3. Prepare balance sheet

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.f

TASK: Journalizes and posts adjusting and closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) General journal
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize adjusting entries from adjustments on work sheet
2. Journalize closing entries
3. Post adjusting entries
4. Post closing entries

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.g

TASK: Prepares post-closing trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits of the post-closing trial balance.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) End-of-period general ledger account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.a

TASK: Maintains petty cash fund.

STANDARD OF PERFORMANCE OF TASK:

Correctly completes a petty cash record for petty cash expenditures. Petty cash vouchers plus cash on hand must equal amount of petty cash fund.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Petty cash record
(b) Petty cash vouchers
(c) List of approved petty cash expenditures
(d) Tools and equipment

PERFORMANCE GUIDE

1. Establish petty cash fund
2. Receive signed voucher for each payment from petty cash
3. Record, foot, rule and summarize petty cash record
4. Replenish petty cash fund by requesting a check equal to total of all petty cash vouchers.

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.b

TASK: Prepares banking records.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares deposit slip. Total on deposit slip must equal sum of checks and cash for deposit. Accurately reconciles check book balance with account balance on bank statement. Correctly completes check stub and/or register and writes check. Information on check and check stub must be in agreement with source document.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Deposit slips
(b) Checks
(c) Source document
(d) Check register/stub
(e) Bank statement
(f) Tools and equipment

PERFORMANCE GUIDE

1. Open checking account and complete signature card
2. Deposit receipts of cash and checks into checking account
3. Write checks
4. Record service chart in check register
5. Bring check register balance forward
6. Reconcile bank statement

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.a

TASK: Maintains accounts receivable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of customer accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the accounts receivable control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Appropriate journals
(c) Appropriate ledgers
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify invoice amounts
2. Record sales on accounts
3. Post entries to subsidiary ledger
4. Post entries to general ledger
5. Obtain source documents for cash receipts
6. Record receipts on account
7. Post entries to subsidiary ledgers
8. Post entries to general ledger
9. Prepare schedule of accounts receivable
   a. List names of customers in name column and amount of each balance in first amount column
   b. Total balances and enter in second amount column
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts receivable control account.

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.b

TASK: Maintains accounts payable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of vendor accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the Accounts Payable Control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Appropriate journals
(c) Appropriate ledgers
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify invoice amounts.
2. Record acquiring items on account.
3. Post entries to subsidiary ledger.
4. Post entries to general ledger.
5. Obtain source document for paying on account.
6. Record payments on account.
7. Post entries to subsidiary ledger.
8. Post entries to general ledger.
9. Prepare schedule of accounts payable.
   a. List creditors in name column and amount of each balance in first amount column.
   b. Total the balances and enter in second amount column.
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts payable control account.

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.a

TASK: Prepares payroll records.

STANDARD OF PERFORMANCE OF TASK:

Computes and records employee's payroll earnings and deductions in a payroll register and employee's earnings record without error. In payroll register, total net earnings plus total deductions must equal total gross earnings. Prepare payroll checks without error. Total net earnings from payroll register must equal the total amount of all payroll checks.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and state guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee time record
(b) W-4 exemption certificate
(c) Chart of salary and wage rates
(d) Payroll register
(e) Employee earnings record
(f) Federal, state and city tax tables, as applicable
(g) Payroll check forms
(h) Tools and equipment

PERFORMANCE GUIDE

1. Computes gross earnings
   a. Examine time record for hours worked
   b. Calculate regular and overtime earnings
   c. Total and write regular and overtime earnings on report
2. Prepares payroll register
   a. Enter employee's gross pay
   b. Compute deductions
   c. Compute net pay
3. Prepares payroll checks
   a. Prepare check stub from information on the payroll register
   b. Prepare check information and secure appropriate authorized signature
4. Records pay date, gross, withholding amounts and net pay in Employee's Earnings Record

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.b

TASK: Journalizes and posts entries for payroll and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Journalizes payroll and employer's payroll tax entry without error. Appropriate account(s) and amount(s) must be debited and credited. Posts journal entries to general ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and state guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal
(b) General journal
(c) Federal and state unemployment compensation tax rates
(d) FICA tax rate
(e) Payroll register
(f) Tools and equipment

PERFORMANCE GUIDE

1. Journalize payroll entry in appropriate journal
2. Compute employers' payroll taxes
3. Journalize employers' payroll taxes
4. Post to ledger accounts

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.c

TASK: Reports and pays withholding and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Prepares reports and pay tax amounts in compliance with federal and state guidelines.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee's earning records
(b) Employee's quarterly federal tax return
(c) Wage and tax statement
(d) Transmittal of income and tax statements
(e) Federal tax deposit form
(f) Blank checks
(g) Tools and equipment

PERFORMANCE GUIDE

1. Complete appropriate reports using current government guidelines
2. Prepare employee's W-2 forms annually
3. Prepare and remit the W-3 transmittal form annually

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.a

TASK: Estimates, journalizes, and posts bad debts expense.

STANDARD OF PERFORMANCE OF TASK:

Computes estimated bad debts for fiscal period in accordance with the company's prescribed procedures. Amount must be a given percentage of a prescribed base (credit sales or aged accounts receivable balances). Appropriate accounts and amounts must be debited. Appropriate accounts and amounts must be credited. Posts journal entries to general ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General journal
(b) Information base for estimating debt expenses using credit sales for period or aged account receivable balances
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Estimates bad debts
   a. Select method of computing estimated bad debts
   b. Compute the amount using a percentage of the prescribed base
2. Journalize bad debts
   a. Debit bad debts expense
   b. Credit allowance for uncollectible accounts
3. Post entry to the general ledger

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.b

TASK: Journalizes and posts a written-off account.

STANDARD OF PERFORMANCE OF TASK:

The appropriate amount should be debited to allowance for uncollectible accounts. The appropriate amount should be credited to accounts receivable account and the appropriate accounts receivable subsidiary ledger account. Posts journal entries to general ledger and appropriate subsidiary ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal
(b) Name and amount of account to be written off
(c) General ledger
(d) Accounts receivable subsidiary ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Obtain authorization to write off customer's account
2. Record entry in general journal
3. Post journal entry to customer's account
4. Post journal entry to the general ledger account

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.c

TASK: Journalizes and posts collection of a written-off account.

STANDARD OF PERFORMANCE OF TASK:

Reinstate account by debiting accounts receivable and crediting allowance for uncollectible accounts. Record receipt of payment for the account by debiting Cash and crediting Accounts Receivable. Posts journal entries to general ledger and account receivable subsidiary ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General journal
(b) Cash receipts journal
(c) General ledger
(d) Accounts receivable subsidiary ledger
(e) Name and amount of accounts collected
(f) Tools and equipment

PERFORMANCE GUIDE

1. Journalizes reinstatement of customer's account
2. Journalizes collection of account
3. Posts journal entries to customer's account
4. Posts journal entries to general ledger accounts

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.a

TASK: Records buying a plant asset.

STANDARD OF PERFORMANCE OF TASK:

Debits cost of asset in a plant asset account. Sources of acquiring plant asset (asset, liability, and/or capital) are credited and must equal debit amount.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal
(b) General ledger
(c) Source document of transaction
(d) Plant asset record
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize acquiring of plant asset in appropriate journal
2. Record the acquisition in the plant asset record

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.b

TASK: Computes and establishes a depreciation schedule.

STANDARD OF PERFORMANCE OF TASK:

Computes depreciation expense correctly in accordance with the company's prescribed methods, as applicable, using costs, estimated life and estimated salvage value.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record
(b) Appropriate company-prescribed depreciation method(s)
(c) Tools and equipment

PERFORMANCE GUIDE

1. Estimate life of plant asset
2. Determine estimated salvage value
3. Determine annual depreciation using company's prescribed method
4. Record current year's depreciation in plant asset record

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.c

TASK: Records depreciation expense.

STANDARD OF PERFORMANCE OF TASK:

Amount of computed depreciation must be debited to depreciation expense account and credited to accumulated depreciation account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record
(b) Work sheet
(c) General journal
(d) Ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize depreciation expense

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.d

TASK: Records disposal of plant assets.

STANDARD OF PERFORMANCE OF TASK:

A. Transaction must reflect the following:
   1) Plant asset account reduced by original cost of disposed asset.
   2) Accumulated depreciation account reduced by accumulated depreciation of disposed asset.
   3) Receipt of any cash.
   4) Gain or loss on disposal.

B. Debits must equal credits.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record
(b) Appropriate journal(s)
(c) Source document
(d) General ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize disposal of plant assets

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.a

TASK: Records issuance of notes payable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a credit to notes payable account and as a debit to appropriate asset and/or liability account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the issuance of a note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.b

TASK: Computes and records payment of notes payable and interest.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate, and time of note. Amount of interest and principal of note must be debited to interest expense and notes payable accounts respectively. Credit entry to cash account must equal total debit account entries.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Compute interest due on note
2. Journalize entry showing payment of note and interest
3. Record in notes payable record the payment of note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.c

TASK: Records acceptance of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a debit to notes receivable account and as a credit to appropriate asset and/or revenue account(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Authorization for payment of a note
(b) Appropriate journal
(c) Source document
(d) General ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the acceptance of a note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.d

TASK: Records collection of principal and interest of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate and time of note. Amount of interest and principal of note must be credited to interest income and notes receivable accounts respectively. Debit entry to cash account must equal total credit account entries.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify that interest received was correct amount
2. Journalize entry showing receipt of both principal and interest
3. Record in notes receivable record the receipt of the principal

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 9.a

TASK: Determines quantities of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly accounts for incoming and outgoing units of merchandise. Result must be an accurate number of units on hand using a specified inventory method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory record
(b) Source document(s) for sales and purchases
(c) Tools and equipment

PERFORMANCE GUIDE

1. Determine number of inventory items by using one of the following methods:
   a. Periodic (physical)
   b. Perpetual

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 9.b

TASK: Determines and records value of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly account for incoming and outgoing units of merchandise to arrive at an accurate valuation of merchandise inventory using a specified inventory valuation method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory report
(b) Stock record card
(c) Source document for sales and purchases
(d) Tools and equipment

PERFORMANCE GUIDE

1. Write headings
2. Multiply quantity by unit price
3. Write values in total value column
4. Add total value columns
5. Write total of inventory in total column
6. Check for accuracy

COMPETENCY: Accounts for accrued and deferred (prepaid expenses and unearned revenue) items.

PERFORMANCE OBJECTIVE 10.a

TASK: Records adjustments for accrued items, prepaid expenses and unearned revenue.

STANDARD OF PERFORMANCE OF TASK:

Correctly records up-to-date balances of expense, revenue, asset and liability accounts to reflect changes that have not been realized or recorded in account balances.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Appropriate journal
(c) Work sheet
(d) Ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Compute adjustments for prepaid expenses and unearned revenue
2. Journalize entries for adjustments

COMPETENCY: Accounts for accrued and deferred (prepaid expenses and unearned revenue) items.

PERFORMANCE OBJECTIVE 10.b

TASK: Records reversing entries for accrued and appropriate prepaid expenses and unearned revenue.

STANDARD OF PERFORMANCE OF TASK:

Correctly records the reversal of identified adjusting entries.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Appropriate journal
(c) Ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Identify adjusting entries which need to be reversed
2. Journalize reversing entries

COMPETENCY: Accounts for partnerships and corporations.

PERFORMANCE OBJECTIVE 11.a

TASK: Prepares financial statements for a partnership.

STANDARD OF PERFORMANCE OF TASK:

Prepares, without error, income statement, capital statement, balance sheet and distribution of net income statement following a precribed industry-standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Division of income information
(c) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement
2. Prepare distribution of income statement
3. Prepare capital statement
4. Prepare balance sheet

COMPETENCY: Accounts for partnerships and corporations.

PERFORMANCE OBJECTIVE 11.b

TASK: Maintains accounting procedures unique to a corporation.

STANDARD OF PERFORMANCE OF TASK:

Correctly completes statement of stockholders' equity or retained earnings statement using industry-accepted formats. Correctly computes and records declaration and paying of dividends. Accounting procedures must result in retained earnings being reduced by amount of dividends paid.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Appropriate journal
(c) Ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Prepare statement of stockholders' equity
2. Compute dividends
3. Journalize and post declaration of dividends
4. Journalize and post payment of dividends

COMPETENCY: Accounts for partnerships and corporations.

PERFORMANCE OBJECTIVE 11.c

TASK: Prepares financial statements for a corporation.

STANDARD OF PERFORMANCE OF TASK:

Prepares, without error, income statement, balance sheet, statement of stockholder's equity or statement of retained earnings following a prescribed industry-standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement
2. Prepare statement of stockholders' equity
3. Prepare a balance sheet

COMPETENCY: Maintains a cost accounting system.

PERFORMANCE OBJECTIVE 12.a

TASK: Prepares departmentalized income statements for a merchandising business.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepared departmentalized income statement must report department margin for each department and net income for the business.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Trial balance with departmentalized expenses
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare a work sheet with departmental margin columns
2. Prepare departmental margin statements
3. Prepare departmentalized income statement

COMPETENCY: Maintains a cost accounting system.

PERFORMANCE OBJECTIVE 12.b

TASK: Records manufacturing costs for a manufacturing business.

STANDARD OF PERFORMANCE OF TASK:

Correctly records direct labor cost, materials used, and factory overhead applied in a job order cost sheet. Correctly journalizes and posts to general ledger accounts using the following cost transactions:

(1) Direct labor, materials, and factory overhead charged to work-in-process account.
(2) Cost of completed jobs charged to finished goods account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source document
(b) Cost sheet
(c) Appropriate journal
(d) Ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Record purchase of raw materials
2. Record payroll
3. Record raw materials used
4. Record on a cost sheet the direct labor used
5. Record on a cost sheet the applied factory overhead
6. Journalize from completed cost sheets the cost of the completed product

COMPETENCY: Maintains a cost accounting system.

PERFORMANCE OBJECTIVE 12.c

TASK: Prepares financial statements for a manufacturing business.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares the following financial statements in an industry-accepted format:

(1) Cost of goods manufactured.
(2) Income statement.
(3) Balance sheet.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement
2. Prepare statement of stockholder's equity
3. Prepare balance sheet

COMPETENCY: Analyzes accounting information for organizational decision making.

PERFORMANCE OBJECTIVE 13.a

TASK: Prepares budgeted income statement and cash budget.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares budgeted income statement with supporting schedules. Completed budget total reflects projected revenue and expense from departments. Correctly prepares completed cash budget. Completed cash budget reflects projected cash receipts and cash expenditures.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Projected revenue and expenses from departments
(b) Prior year's financial statements
(c) Tools and equipment

PERFORMANCE GUIDE

1. Assemble departments budget schedule
2. Prepare budget income statement
3. Prepare projected cash receivable schedule
4. Prepare projected cash payable schedule
5. Prepare cash budget

COMPETENCY: Analyzes accounting information for organizational decision making.

PERFORMANCE OBJECTIVE 13.b

TASK: Prepares comparative (actual vs. budget) income statement.

STANDARD OF PERFORMANCE OF TASK:

Prepare a comparative income statement that reports variances between actual and budget amounts for each item on income statement.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Budgeted income statement
(b) Actual income statement
(c) Tools and equipment

PERFORMANCE GUIDE

1. List budgeted amounts in a column
2. List actual amounts in a column
3. Compute difference between budgeted and actual amounts
4. Calculate and record percentage of change between budget and actual amount in a column

COMPETENCY: Analyzes accounting information for organizational decision making.

PERFORMANCE OBJECTIVE 13.c

TASK: Prepares cost and revenue analysis.

STANDARD OF PERFORMANCE OF TASK:

Correctly computes contribution margin, break-even point and planned profit.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Income statement with contribution margin
(b) Tools and equipment

PERFORMANCE GUIDE

1. Figure contribution margin rate
2. Figure the break-even point
3. Figure planned profit

COMPETENCY: Analyzes accounting information for organizational decision making.

PERFORMANCE OBJECTIVE 13.d

TASK: Prepares financial statement analysis.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares trend analysis, component percentage analysis, and ratio analysis.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Financial statements
(b) Formulas
(c) Tools and equipment

PERFORMANCE GUIDE

1. Figures trend analysis for comparative income statement and balance sheet
2. Uses appropriate formulas to figure ratios for items such as:
   a. current ratio
   b. acid-test ratio
   c. profitability ratio
   d. efficiency ratio
   e. inventory turnover
3. Figures component percentage analysis for comparative income statement and balance sheet

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 14.a

TASK: Records transactions.

STANDARD OF PERFORMANCE OF TASK:

Correctly codes input data into computer. Debit amount(s) must equal credit amount(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Chart of accounts
(c) Computer system
(d) Accounting software
(e) Formatted disks
(f) Coding/input forms

PERFORMANCE GUIDE

1. Organize computer area and accounting work
2. Load accounting software and data disk
3. Code transmittal forms according to account number
4. Input from transmittal form
5. Save to data disk
6. Print hardcopy

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 14.b

TASK: Records adjusting and closing entries.

STANDARD OF PERFORMANCE OF TASK:

Correctly inputs adjusting and closing entry data into the computer. Debit amounts must equal credit amounts.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Computer system
(c) Accounting software
(d) Formatted disks
(e) Coding/input forms

PERFORMANCE GUIDE

1. Load accounting software and data disk
2. Recall appropriate customers' files from data disk
3. Input adjusting entries
4. Input closing entries
5. Save to data disk
6. Print hardcopy

ADDENDUM TO NON-DEGREED ACCOUNTANT

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COMPETENCY: Applies prescribed accounting procedures needed for standardized recordkeeping.

PERFORMANCE OBJECTIVE 1.a

TASK: Deals with long-term investments.

STANDARD OF PERFORMANCE OF TASK:

Accurately amortizes bond premiums and bond discounts.

Accurately records transactions involving stock dividends and stock splits.

Correctly records an accounting transaction from an escrow statement.

SOURCE OF STANDARD: G.A.A.P.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Books of account for corporation computer
(b) Ten-key adding machine

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Is computer literate.
3. Operates ten-key adding machine.
4. Reads at grade level 14.
5. Comprehends real estate principles and finance procedures.
6. Comprehends stock and bond transactions.
7. Able to compute mathematical problems at college algebra level.
8. Able to write at college level.
9. Able to define, analyze and solve problems.
10. Able to communicate verbally in a clear and accurate manner.

COMPETENCY: Applies prescribed accounting procedures needed for standardized recordkeeping.

PERFORMANCE OBJECTIVE 1.b

TASK: Deals with contingent liabilities.

STANDARD OF PERFORMANCE OF TASK:

Recognizes contracts which are in compliance and those which are not in compliance with G.A.A.P. and U.C.C.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Business and real estate contracts

PERFORMANCE GUIDE:

1. Aware of potential legal consequences.
2. Has two years experience in finance.
3. Understands business and real estate contracts.
4. Reads at grade level 14.
5. Knows business law.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to communicate verbally in a clear and accurate manner.
9. Able to write at college level.

COMPETENCY: Applies prescribed accounting procedures needed for standardized recordkeeping

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PERFORMANCE OBJECTIVE 1.c

TASK: Deals with long-term leases.

STANDARD OF PERFORMANCE OF TASK:

Recognizes contracts which are in compliance and those which are not in compliance with G.A.A.P. and U.C.C.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Business and real estate contracts

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Understands business and real estate contracts.
3. Reads at grade level 14.
4. Knows business law.
5. Able to perform basic math skills.
6. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
7. Able to communicate verbally in a clear and accurate manner.
8. Able to write at college level.

COMPETENCY: Applies prescribed accounting procedures needed for standardized recordkeeping.

PERFORMANCE OBJECTIVE 1.d

TASK: Deals with pensions.

STANDARD OF PERFORMANCE OF TASK:

Recognizes different requirements for various plans and programs.

SOURCE OF STANDARD: I.R.S. Code (1954), ESOPS, ERISA, G.A.A.P.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Ten-key adding machine
(b) Computer

PERFORMANCE GUIDE:

1. Interpret actuary tables and performs needed computations.
2. Aware of Fair Labor Standards Act.
3. Two years experience in accounting.
4. Reads at grade level 14.
5. Understands trusts and estates.
6. Able to compute mathematical problems at college algebra level.
7. Able to write and speak at college level.
8. Knows the consequences of pension programs.
9. Is computer literate.

COMPETENCY: Applies prescribed accounting procedures needed for standardized recordkeeping.

PERFORMANCE OBJECTIVE 1.e

TASK: Deals with mortgages.

STANDARD OF PERFORMANCE OF TASK:

Correctly records an accounting transaction from an escrow statement.

SOURCE OF STANDARD: S.E.C. Regulations, G.A.A.P., U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Business and real estate contracts

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Understands business and real estate contracts.
3. Reads at grade level 14.
4. Knows business law.
5. Able to perform basic math skills.
6. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
7. Able to communicate verbally in a clear and accurate manner.
8. Able to write at college level.
9. Familiar with multiple types of financing.
10. Familiar with amortization schedules.

COMPETENCY: Applies the basic fundamentals of accounting for legal purposes.

PERFORMANCE OBJECTIVE 2.a

TASK: Examines accounting records for legal compliance.

STANDARD OF PERFORMANCE OF TASK:

Recognizes accounting records which are in compliance and those that are not in compliance with G.A.A.P.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Legal regulations and codes
(b) Accounting records

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Knows business law.
3. Understands trusts and estates.
4. Understands stock and bond transactions.
5. Performs basic auditing functions.
6. Reads at grade level 14.
7. Able to perform basic math skills.
8. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
9. Able to communicate verbally in a clear and accurate manner.
10. Able to write at college level.

COMPETENCY: Applies the basic fundamentals of accounting for legal purposes.

PERFORMANCE OBJECTIVE 2.b

TASK: Demonstrates ability to read, understand and interpret contracts.

STANDARD OF PERFORMANCE OF TASK:

Recognizes accounting records which are in compliance and those that are not in compliance with G.A.A.P. and U.C.C.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Business and real estate contracts

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Understands business and real estate contracts.
3. Reads at grade level 14.
4. Knows business law.
5. Understands trusts and estates.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to communicate verbally in a clear and accurate manner.
9. Able to write at college level.

COMPETENCY: Applies the basic fundamentals of accounting for legal purposes.

PERFORMANCE OBJECTIVE 2.c

TASK: Demonstrates ability to test and ensure compliance with contracts.

STANDARD OF PERFORMANCE OF TASK:

Recognizes accounting records which are in compliance and those that are not in compliance with G.A.A.P. and U.C.C.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Business and real estate contracts

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Understands business and real estate contracts.
3. Reads at grade level 14.
4. Knows business law.
5. Understands trusts and estates.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to communicate verbally in a clear and accurate manner.
9. Able to write at college level.

COMPETENCY: Applies basic accounting terminology, forms and documents to interpret financial statements.

PERFORMANCE OBJECTIVE 3.a

TASK: Applies accounting principles to business law.

STANDARD OF PERFORMANCE OF TASK:

Recognizes accounting records which are in compliance and those that are not in compliance with G.A.A.P.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, U.C.C., I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Legal regulations and codes
(b) Accounting records

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Knows business law.
3. Understands trusts and estates.
4. Understands stock and bond transactions.
5. Performs basic auditing functions.
6. Reads at grade level 14.
7. Able to perform basic math skills.
8. Able to interpret and apply G.A.A.P., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
9. Able to communicate verbally in a clear and accurate manner.
10. Able to write at college level.

COMPETENCY: Applies accounting procedures of partnerships and corporations for accurate recordkeeping.

PERFORMANCE OBJECTIVE 4.a

TASK: Maintains accounts for corporate long-term liabilities and investments.

STANDARD OF PERFORMANCE OF TASK:

Accurately amortizes bond premiums and bond discounts.

Accurately records transactions involving stock dividends and stock splits.

Correctly records an accounting transaction from an escrow statement.

SOURCE OF STANDARD: G.A.A.P.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Books of account for corporation
(b) Ten-key adding machine
(c) Computer

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Is computer literate.
3. Operates ten-key adding machine.
4. Reads at grade level 14.
5. Comprehends real estate principles and finance procedures.
6. Comprehends stock and bond transactions.
7. Able to compute mathematical problems at college algebra level.
8. Able to write at college level.
9. Able to define, analyze and solve problems.
10. Able to communicate verbally in a clear and accurate manner.

COMPETENCY: Maintains accounting systems for control purposes.

PERFORMANCE OBJECTIVE 5.a

TASK: Applies accounting procedures for a process cost accounting system.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and patiently.

SOURCE OF STANDARD: Cost accounting textbook.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to complete process cost accounting
(b) Ten-key adding machine
(c) Computer

PERFORMANCE GUIDE:

1. Reads at grade level 14.
2. Operates ten-key adding machine.
3. Is computer literate.

COMPETENCY: Maintains accounting systems for control purposes.

PERFORMANCE OBJECTIVE 5.b

TASK: Applies accounting procedures for a standard cost system.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and patiently.

SOURCE OF STANDARD: Cost accounting textbook.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to complete standard cost accounting system
(b) Ten-key adding machine
(c) Computer

PERFORMANCE GUIDE:

1. Reads at grade level 14.
2. Operates ten-key adding machine.
3. Is computer literate.

COMPETENCY: Analyzes accounting information for organizational decision making.

PERFORMANCE OBJECTIVE 6.a

TASK: Prepares material cost variance analysis.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and patiently.

Comprehends interchangeability of various materials used in manufacturing process.

Communicates significant cost variance to supervisor.

Analyzes variances.

SOURCE OF STANDARD: Cost accounting textbook, applicable industry standards

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Demonstration models of product units
(b) Need to compute variance
(c) Ten-key adding machine
(d) Computer

PERFORMANCE GUIDE:

1. Is computer literate.
2. Operates ten-key adding machine.
3. Reads at grade level 14.
4. Understands role of accounting as it affects production, engineering and purchasing.
5. Able to compute mathematical problems at college algebra level.
6. Able to write at college level.
7. Able to define, analyze and solve problems.
8. Able to communicate verbally in a clear and accurate manner.

COMPETENCY: Prepares financial statements analysis for decision making purposes.

PERFORMANCE OBJECTIVE 7.a

TASK: Prepares statements of changes in financial position.

STANDARD OF PERFORMANCE OF TASK:

Accurately presents all changes in financial positions from one accounting period to the next.

Works in a timely fashion.

SOURCE OF STANDARD: G.A.A.P.

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to figure changes in financial position
(b) Ten-key adding machine

PERFORMANCE GUIDE:

1. Operates ten-key adding machine.
2. Reads at grade level 14.
3. Able to perform basic math skills.
4. Able to write at college level.
5. Able to communicate verbally in a clear and accurate manner.

COMPETENCY: Prepares financial statements analysis for decision making purposes.

PERFORMANCE OBJECTIVE 7.b

TASK: Prepares consolidated statements.

STANDARD OF PERFORMANCE OF TASK:

Doesn't obscure significant data from contributing statements.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to prepare consolidated worksheets
(b) Ten-key adding machine
(c) Computer

PERFORMANCE GUIDE:

1. Is computer literate.
2. Operates ten-key adding machine.
3. Reads at grade level 14.
4. Able to handle subsidiary accounts.
5. Knows basic taxation.
6. Knows basic factors affecting investments.
7. Has two years experience in finance.
8. Able to compute mathematical problems at college algebra level.
9. Able to write at college level.
10. Able to communicate verbally in a clear and accurate manner.
11. Knows changing tax consequences involved with consolidations.

COMPETENCY: Performs internal audit to ensure standardized and accurate financial records.

PERFORMANCE OBJECTIVE 8.a

TASK: Audits flow of data.

STANDARD OF PERFORMANCE OF TASK:

Recognizes significant deviations from standard accounting procedure.

Works accurately.

SOURCE OF STANDARD: G.A.A.P., G.A.A.S., U.C.C., S.E.C. Regulations

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Computer
(b) Accounting records
(c) Ten-key adding machine

PERFORMANCE GUIDE:

1. Is computer literate.
2. Operates ten-key adding machine.
3. Performs basic auditing functions.
4. Has two years experience in finance.
5. Reads at grade level 14.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., G.A.A.S., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to write at college level.

COMPETENCY: Performs internal audit to ensure standardized and accurate financial records.

PERFORMANCE OBJECTIVE 8.b

TASK: Implements and monitors internal audit program.

STANDARD OF PERFORMANCE OF TASK:

Able to write audit program.

Recognizes significant deviations from standard accounting procedure.

Works accurately.

SOURCE OF STANDARD: G.A.A.P., G.A.A.S., U.C.C., S.E.C. Regulations

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Computer
(b) Accounting records
(c) Ten-key adding machine

PERFORMANCE GUIDE:

1. Is computer literate.
2. Operates ten-key adding machine.
3. Performs basic auditing functions.
4. Has two years experience in finance.
5. Reads at grade level 14.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., G.A.A.S., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to write at college level.

COMPETENCY: Applies external audit techniques for control purposes.

PERFORMANCE OBJECTIVE 9.a

TASK: Determines external audit techniques for assets.

STANDARD OF PERFORMANCE OF TASK:

Able to write audit program.

Recognizes significant deviations from standard accounting procedure.

Works accurately.

SOURCE OF STANDARD: G.A.A.P., G.A.A.S., U.C.C., S.E.C. Regulations

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Computer
(b) Accounting records
(c) Ten-key adding machine

PERFORMANCE GUIDE:

1. Understands statistical sampling.
2. Is computer literate.
3. Operates ten-key adding machine.
4. Performs basic auditing functions.
5. Has two years experience in finance.
6. Reads at grade level 14.
7. Able to perform basic math skills.
8. Able to interpret and apply G.A.A.P., G.A.A.S., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
9. Able to write at college level.

COMPETENCY: Applies external audit techniques for control purposes.

PERFORMANCE OBJECTIVE 9.b

TASK: Determines external audit techniques for liabilities and owner's equity.

STANDARD OF PERFORMANCE OF TASK:

Able to write audit program.

Recognizes significant deviations from standard accounting procedure.

Works accurately.

SOURCE OF STANDARD: G.A.A.P., G.A.A.S., U.C.C., S.E.C. Regulations

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Computer
(b) Accounting records
(c) Ten-key adding machine

PERFORMANCE GUIDE:

1. Is computer literate.
2. Operates ten-key adding machine.
3. Performs basic auditing functions.
4. Has two years experience in finance.
5. Reads at grade level 14.
6. Able to perform basic math skills.
7. Able to interpret and apply G.A.A.P., G.A.A.S., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
8. Able to write at college level.

COMPETENCY: Applies external audit techniques for control purposes.

PERFORMANCE OBJECTIVE 9.c

TASK: Drafts external audit report.

STANDARD OF PERFORMANCE OF TASK:

Recognizes significant audit findings.

SOURCE OF STANDARD: G.A.A.P., G.A.A.S., U.C.C., S.E.C. Regulations

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Audit worksheets

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Performs basic auditing functions.
3. Reads at grade level 14.
4. Able to perform basic math skills.
5. Able to interpret and apply G.A.A.P., G.A.A.S., S.E.C. regulations, I.R.S. code (1954) and U.C.C.
6. Able to write at college level.

COMPETENCY: Processes employer tax reports needed for compliance with government regulations.

PERFORMANCE OBJECTIVE 10.a

TASK: Prepares city/county sales tax forms.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and in a timely fashion.

SOURCE OF STANDARD: Arizona Revised Statutes (appropriate titles)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to prepare sales by month
(b) Ten-key adding machine

PERFORMANCE GUIDE:

1. Reads at grade level 14.
2. Operates ten-key adding machine.
3. Able to perform basic math skills.

COMPETENCY: Processes employer tax reports needed for compliance with government regulations.

PERFORMANCE OBJECTIVE 10.b

TASK: Prepares state income tax forms.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and in a timely fashion.

Current with code.

SOURCE OF STANDARD: Arizona Revised Statutes (title 43), I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to prepare yearly income statements
(b) Ten-key adding machine
(c) Computer knowledge helpful

PERFORMANCE GUIDE:

1. Reads at grade level 14.
2. Operates ten-key adding machine.
3. Is computer literate (desirable skill).
4. Able to perform basic math skills.
5. Able to work independently.
6. Able to analyze tax problems and make relevant decisions.

COMPETENCY: Processes employer tax reports needed for compliance with government regulations.

PERFORMANCE OBJECTIVE 10.c

TASK: Prepares federal income tax forms.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and in a timely fashion.

SOURCE OF STANDARD: I.R.S. Code (1954)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Need to prepare yearly income statements
(b) Ten-key adding machine
(c) Computer knowledge helpful

PERFORMANCE GUIDE:

1. Reads at grade level 14.
2. Operates ten-key adding machine.
3. Is computer literate.
4. Able to perform basic math skills.
5. Able to work independently.
6. Able to analyze tax problems and make relevant decisions.

COMPETENCY: Processes employer tax reports needed for compliance with government regulations.

PERFORMANCE OBJECTIVE 10.d

TASK: Prepares property tax forms.

STANDARD OF PERFORMANCE OF TASK:

Works accurately and in a timely fashion.

SOURCE OF STANDARD: Appropriate titles from Arizona Revised Statutes

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Ten-key adding machine
(b) Computer

PERFORMANCE GUIDE:

1. Operates ten-key adding machine.
2. Reads at grade level 14.
3. Able to perform basic math skills.

COMPETENCY: Processes employer tax reports needed for compliance with government regulations.

PERFORMANCE OBJECTIVE 10.e

TASK: Advises management of existing tax benefits.

STANDARD OF PERFORMANCE OF TASK:

Current with code.

Recognizes tax laws and procedures which affect tax benefits.

Communicates potentially significant tax benefits to supervisor.

SOURCE OF STANDARD: G.A.A.P., S.E.C. Regulations, I.R.S. Code (1954), Arizona Revised Statutes (title 43)

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Current tax forms and current tax codes

PERFORMANCE GUIDE:

1. Has two years experience in finance.
2. Knows basic federal and state taxation.
3. Able to write at college level.
4. Knows changing tax consequences.
5. Is computer literate.
6. Operates ten-key adding machine.
7. Reads at grade level 14.
8. Able to handle subsidiary accounts.
9. Able to compute mathematical problems at college algebra level.
10. Able to write at college level.
11. Able to communicate verbally in a clear and accurate manner.

ACCOUNTING CLERK

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COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.a

TASK: Analyzes and records transactions into debit and credit parts.

STANDARD OF PERFORMANCE OF TASK:

Analyze and record transactions into debit and credit parts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) List of accounts
(b) List of transactions
(c) Tools and equipment

PERFORMANCE GUIDE

1. Identify accounts affected in transaction
2. Classify accounts according to asset, liability or capital
3. Determine if accounts are increased or decreased
4. Record amount on appropriate debit or credit side

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.b

TASK: Journalizes transactions from information on source documents.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account and amount must be debited. Appropriate account and amount must be credited.

SOURCE OF STANDARD: Writing team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal with general debit and general credit columns
(b) Source document(s)
(c) Tools and equipment

PERFORMANCE GUIDE

1. Enter current date in date column
2. Enter account title for debit entry in account title column
3. Enter debit amount in debit column
4. Enter account title for credit entry in account title column
5. Enter credit amount in credit column
6. Enter source document explanation in account title column
7. Verify account title and amount against source documents

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.c

TASK: Posts journal entries to general ledger accounts.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries to general ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts.
(b) Journal entry(ies).
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Transfer date from journal to ledger account.
2. Post in general ledger each amount in general debit column of journal to debit side of the account named in account title column.
3. Post reference in ledger.
4. Post reference in journal.
5. Post in general ledger each column of journal to credit side of account named in account title column.
6. Post reference in ledger.
7. Post reference in journal.
8. Update account balance of each account after posting.

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.d

TASK: Journalizes and posts closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet.
(b) Journal.
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize closing entries
2. Post closing entries

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.a

TASK: Journalizes transactions using special journals.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account(s) and amounts must be debited.
Appropriate account(s) and amount(s) must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) A chart of accounts.
(b) Special and general journals.
(c) Source documents.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Select appropriate journals for transaction(s)
2. Write current date
3. Record debit amount in appropriate column
4. Record credit amount in appropriate column
5. Enter source document reference
6. Check for accuracy

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.b

TASK: Posts journal entries to general and subsidiary accounts receivable and accounts payable ledgers.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries from general columns and totals of special columns to general ledger accounts and appropriate subsidiary ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts.
(b) Journal entry(ies).
(c) General ledger.
(d) Subsidiary ledger for accounts receivable and accounts payable.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Post individual amounts from general columns to general ledger
2. Post individual amounts from accounts receivable and accounts payable to subsidiary ledgers
3. Post totals of special columns to general ledger.

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.c

TASK: Journalizes and posts adjusting and closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet.
(b) General journal.
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize adjusting entries from adjustments on the work sheet
2. Journalize closing entries
3. Post adjusting entries
4. Post closing entries

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.a

TASK: Maintains petty cash fund.

STANDARD OF PERFORMANCE OF TASK:

Correctly completes a petty cash record for petty cash expenditures. Petty cash vouchers plus cash on hand must equal amount of petty cash fund.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Petty cash record
(b) Petty cash vouchers
(c) List of approved petty cash expenditures
(d) Tools and equipment

PERFORMANCE GUIDE

1. Establish petty cash fund
2. Receive signed voucher for each payment from petty cash
3. Record, foot, rule and summarize petty cash record
4. Replenish petty cash fund by requesting a check equal to total of all petty cash vouchers

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.b

TASK: Prepares banking records.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares deposit slip. Total on deposit slip must equal sum of checks and cash for deposit. Accurately reconciles check book balance with account balance on bank statement. Correctly completes check stub and/or register and writes check. Information on check and check stub must be in agreement with source document.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Deposit slips.
(b) Checks.
(c) Source document.
(d) Check register/stub.
(e) Bank statement.
(f) Tools and equipment.

PERFORMANCE GUIDE

1. Open checking account and complete signature card.
2. Deposit receipts of cash and checks into checking account.
3. Write checks.
4. Record service chart in check register.
5. Bring check register balance forward.
6. Reconcile bank statement.

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.a

TASK: Maintains accounts receivable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of customer accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the accounts receivable control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents.
(b) Appropriate journals.
(c) Appropriate ledgers.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Verify invoice amounts
2. Record sales on accounts
3. Post entries to subsidiary ledger
4. Post entries to general ledger
5. Obtain source documents for cash receipts
6. Record receipts on account
7. Post entries to subsidiary ledgers
8. Post entries to general ledger
9. Prepare schedule of accounts receivable
   a. List names of customers in name column and amount of each balance in first amount column
   b. Total balances and enter in second amount column
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts receivable control account.

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.b

TASK: Maintains accounts payable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of vendor accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the accounts payable control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents.
(b) Appropriate journals.
(c) Appropriate ledgers.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Verify invoice amounts.
2. Record acquiring items on account.
3. Post entries to subsidiary ledger.
4. Post entries to general ledger.
5. Obtain source document for paying on account.
6. Record payments on account.
7. Post entries to subsidiary ledger.
8. Post entries to general ledger.
9. Prepare schedule of accounts payable.
   a. List creditors in name column and amount of each balance in first amount column.
   b. Total the balances and enter in second amount column.
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts payable control account.

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.a

TASK: Prepares payroll records.

STANDARD OF PERFORMANCE OF TASK:

Computes and records employee's payroll earnings and deductions in a payroll register and employee's earnings record without error. In payroll register, total net earnings plus total deductions must equal total gross earnings. Prepare payroll checks without error. Total net earnings from payroll register must equal the total amount of all payroll checks.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and state guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee time record.
(b) W-4 exemption certificate.
(c) Chart of salary and wage rates.
(d) Payroll register.
(e) Employee earnings record.
(f) Federal, state and city tax tables, as applicable.
(g) Payroll check forms.
(h) Tools and equipment.

PERFORMANCE GUIDE

1. Computes gross earnings.
   a. Examine time record for hours worked.
   b. Calculate regular and overtime earnings.
   c. Total and write regular and overtime earnings on report.
2. Prepares payroll register.
   a. Enter employee's gross pay.
   b. Compute deductions.
   c. Compute net pay.
3. Prepares payroll checks.
   a. Prepare check stub from information on the payroll register.
   b. Prepare check information and secure appropriate authorized signature.
4. Records pay date, gross, withholding amounts and net pay in employee's earnings record.

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.b

TASK: Journalizes and posts entries for payroll and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Journalizes payroll and employer's payroll tax entry without error. Appropriate account(s) and amount(s) must be debited and credited. Posts journal entries to general ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and state guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal.
(b) General journal.
(c) Federal and state unemployment compensation tax rates.
(d) FICA tax rate.
(e) Payroll register.
(f) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize payroll entry in appropriate journal.
2. Compute employers' payroll taxes.
3. Journalize employers' payroll taxes
4. Post to ledger accounts.

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.c

TASK: Reports and pays withholding and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Prepares reports and pay tax amounts in compliance with federal and state guidelines.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee's earning records.
(b) Employee's quarterly federal tax return.
(c) Wage and tax statement.
(d) Transmittal of income and tax statements.
(e) Federal tax deposit form.
(f) Blank checks.
(g) Tools and equipment.

PERFORMANCE GUIDE

1. Complete appropriate reports using current government guidelines.
2. Prepare employee's W-2 forms annually.
3. Prepare and remit the W-3 transmittal form annually.

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.a

TASK: Journalizes and posts a written-off account.

STANDARD OF PERFORMANCE OF TASK:

The appropriate amount should be debited to allowance for uncollectible accounts. The appropriate amount should be credited to accounts receivable account and the appropriate accounts receivable subsidiary ledger account. Posts journal entries to general ledger and appropriate subsidiary ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal.
(b) Name and amount of account to be written off.
(c) General ledger.
(d) Accounts receivable subsidiary ledger.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Obtain authorization to write off customer's account.
2. Record entry in general journal.
3. Post journal entry to customer's account.
4. Post journal entry to the general ledger account.

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.b

TASK: Journalizes and posts collection of a written-off account.

STANDARD OF PERFORMANCE OF TASK:

Reinstate the account by debiting accounts receivable and crediting allowance for uncollectible accounts. Record the receipt of payment for the account by debiting cash and crediting accounts receivable. Posts journal entries to general ledger and account receivable subsidiary ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General journal.
(b) Cash receipts journal.
(c) General ledger.
(d) Accounts receivable subsidiary ledger.
(e) Name and amount of accounts collected.
(f) Tools and equipment.

PERFORMANCE GUIDE

1. Journalizes reinstatement of customer's account.
2. Journalizes collection of account.
3. Posts journal entries to customer's account.
4. Posts journal entries to general ledger accounts.

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.a

TASK: Records buying a plant asset.

STANDARD OF PERFORMANCE OF TASK:

Debits cost of asset in a plant asset account. Sources of acquiring plant asset (asset, liability, and/or capital) are credited and must equal debit amount.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal.
(b) General ledger.
(c) Source document of transaction.
(d) Plant asset record.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize acquiring of plant asset in appropriate journal
2. Record acquisition in the plant asset record

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.b

TASK: Records depreciation expense.

STANDARD OF PERFORMANCE OF TASK:

Amount of computed depreciation must be debited to depreciation expense account and credited to accumulated depreciation account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record.
(b) Work sheet.
(c) General journal.
(d) Ledger.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize depreciation expense

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.a

TASK: Records issuance of notes payable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a credit to notes payable account and as a debit to appropriate asset and/or liability account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal.
(b) Source document.
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the issuance of a note.

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.b

TASK: Computes and records payment of notes payable and interest.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate, and time of note. Amount of interest and principal of note must be debited to interest expense and notes payable accounts respectively. Credit entry to cash account must equal total debit account entries.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal.
(b) Source document.
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Compute interest due on note
2. Journalize entry showing payment of note and interest
3. Record in notes payable the payment of note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.c

TASK: Records acceptance of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a debit to notes receivable account and as a credit to appropriate asset and/or revenue account(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Authorization for payment of a note
(b) Appropriate journal.
(c) Source document.
(d) General ledger.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the acceptance of a note.

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.d

TASK: Records collection of principal and interest of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate and time of note. Amount of interest and principal of note must be credited to interest income and notes receivable accounts respectively. Debit entry to cash account must equal total credit account entries.

SOURCE OF STANDARD: Writing team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal.
(b) Source document.
(c) General ledger.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Verify that interest received was correct amount
2. Journalize entry showing receipt of both principal and interest
3. Record in notes receivable receipt of the principal

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 3.a

TASK: Determines quantities of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly accounts for incoming and outgoing units of merchandise. Result must be an accurate number of units on hand using a specified inventory method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory record.
(b) Source document(s) for sales and purchases.
(c) Tools and equipment.

PERFORMANCE GUIDE

1. Determine number of inventory items by using one of the following methods:

   a. Periodic (physical)
   b. Perpetual

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 9.b

TASK: Determines and records value of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly account for incoming and outgoing units of merchandise to arrive at an accurate valuation of merchandise inventory using a specified inventory valuation method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory report.
(b) Stock record card.
(c) Source document for sales and purchases.
(d) Tools and equipment.

PERFORMANCE GUIDE

1. Write headings
2. Multiply quantity by unit price
3. Write values in total value column
4. Add total value columns
5. Write total of inventory in total column
6. Check for accuracy

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 10.a

TASK: Records transactions.

STANDARD OF PERFORMANCE OF TASK:

Correctly codes input data into computer. Debit amount(s) must equal credit amount(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents.
(b) Chart of accounts.
(c) Computer system.
(d) Accounting software.
(e) Formatted disks.
(f) Coding/input forms.

PERFORMANCE GUIDE

1. Organize computer area and accounting work
2. Load accounting software and data disk
3. Code transmittal forms according to account number
4. Input from transmittal form
5. Save to data disk
6. Print hardcopy

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 10.b

TASK: Records adjusting and closing entries.

STANDARD OF PERFORMANCE OF TASK:

Correctly inputs adjusting and closing entry data into the computer. Debit amounts must equal credit amounts.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents.
(b) Computer system.
(c) Accounting software.
(d) Formatted disks.
(e) Coding/input forms.

PERFORMANCE GUIDE

1. Load accounting software and data disk
2. Recall appropriate customers' files from data disk
3. Input adjusting entries
4. Input closing entries
5. Save to data disk
6. Print hardcopy

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COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.a

TASK: Analyzes and records transactions into debit and credit parts.

STANDARD OF PERFORMANCE OF TASK:

Analyze and record transactions into debit and credit parts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) List of accounts.
(b) List of transactions.
(c) Tools and equipment.

PERFORMANCE GUIDE

1. Identify accounts affected in transaction
2. Classify accounts according to asset, liability or capital
3. Determine if accounts are increased or decreased
4. Record amount on appropriate debit or credit side

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.b

TASK: Journalizes transactions from information on source documents.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account and amount must be debited. Appropriate account and amount must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal with general debit and general credit columns.
(b) Source document(s).
(c) Tools and equipment.

PERFORMANCE GUIDE

1. Enter current date in date column.
2. Enter account title for debit entry in account title column.
3. Enter debit amount in debit column.
4. Enter account title for credit entry in account title column.
5. Enter credit amount in credit column.
6. Enter source document explanation in account title column.
7. Verify account title and amount against source documents.

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.c

TASK: Posts journal entries to general ledger accounts.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries to general ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts
(b) Journal entry(ies)
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Transfer date from journal to ledger account
2. Post in general ledger each amount in general debit column of journal to debit side of the account named in account title column
3. Post reference in ledger
4. Post reference in journal
5. Post in general ledger each column of journal to credit side of account named in account title column
6. Post reference in ledger
7. Post reference in journal
8. Update account balance of each account after posting

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.d

TASK: Prepares a trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General ledger with account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.e

TASK: Prepares financial statements for a proprietorship.

STANDARD OF PERFORMANCE OF TASK:

Prepare, without error, income statement, capital statement and balance sheet following a prescribed industry standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepares income statement from information on completed work sheet:
   a. Write headings
   b. Record Income
   c. Compute and record gross profit
   d. List expenses and add
   e. Calculate net income
2. Prepares capital statement
   a. Write heading
   b. Enter beginning capital
   c. Enter capital adjustments
   d. Compute ending capital amount
3. Prepares a balance sheet from a completed work sheet
   a. Write heading
   b. Prepare assets section
   c. Prepare liabilities section
   d. Prepare proprietorship section
   e. Add liability and proprietorship sections
   f. Compare total amount of assets to total amount of liabilities and proprietorship
   g. Proofread for accuracy
   h. Draw double lines

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.f

TASK: Journalizes and posts closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Journal
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize closing entries
2. Post closing entries

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.g

TASK: Prepares post-closing trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits of the post-closing trial balance.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) End-of-period general ledger account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Completes accounting cycle for a service business.

PERFORMANCE OBJECTIVE 1.h

TASK: Adheres to requirements for preservation of records and methods of retention that may be used by the company.

STANDARD OF PERFORMANCE OF TASK:

Following federal, state and local guidelines as to length of time records should be kept, source documents will be stored using record preservation methods determined by company.

SOURCE OF STANDARD: Writing Team

CONDITIONS FOR PERFORMANCE OF TASK:

1. Source document
2. Tools and equipment

PERFORMANCE GUIDE

1. Identify government agency timelines for record retention.
2. Determine method(s) of preservation based upon length of document retention.

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.a

TASK: Journalizes transactions using special journals.

STANDARD OF PERFORMANCE OF TASK:

Appropriate account(s) and amounts must be debited.
Appropriate account(s) and amount(s) must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) A chart of accounts
(b) Special and general journals
(c) Source documents
(d) Tools and equipment

PERFORMANCE GUIDE

1. Select appropriate journals for transaction(s)
2. Write current date
3. Record debit amount in appropriate column
4. Record credit amount in appropriate column
5. Enter source document reference
6. Check for accuracy

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.b

TASK: Posts journal entries to general and subsidiary accounts receivable and accounts payable ledgers.

STANDARD OF PERFORMANCE OF TASK:

Posts journal entries from general columns and totals of special columns to general ledger accounts and appropriate subsidiary ledger accounts without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Chart of accounts
(b) Journal entry(ies)
(c) General ledger
(d) Subsidiary ledger for Accounts Receivable and Accounts Payable
(e) Tools and equipment

PERFORMANCE GUIDE

1. Post individual amounts from general columns to general ledger
2. Post individual amounts from accounts receivable and accounts payable to subsidiary ledgers
3. Post totals of special columns to general ledger

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.c

TASK: Prepares financial statements for a proprietorship.

STANDARD OF PERFORMANCE OF TASK:

Prepare without error income statement, capital statement and balance sheet in a prescribed industry-standard format. Prepare schedules of accounts receivable and accounts payable. Total of each schedule must equal the balance of its respective control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement with cost of goods sold section
2. Prepare capital statement
3. Prepare balance sheet

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.d

TASK: Journalizes and posts adjusting and closing entries to general ledger.

STANDARD OF PERFORMANCE OF TASK:

Appropriate accounts and amounts must be debited.
Appropriate accounts and amounts must be credited.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Completed work sheet
(b) General journal
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize adjusting entries from adjustments on the work sheet
2. Journalize closing entries
3. Post adjusting entries
4. Post closing entries

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.e

TASK: Prepares post-closing trial balance.

STANDARD OF PERFORMANCE OF TASK:

Total debits must equal total credits of the post-closing trial balance.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) End-of-period general ledger account balances
(b) Tools and equipment

PERFORMANCE GUIDE

1. Write heading
2. List accounts and amounts in same order as the general ledger
3. Total debit columns and total credit columns
4. Double rule if debit column equals credit column
5. Make corrections if debit column does not equal credit column
6. Check for accuracy
7. Double rule debit and credit columns

COMPETENCY: Completes accounting cycle for a merchandising business.

PERFORMANCE OBJECTIVE 2.f

TASK: Adheres to requirements for preservation of records and methods of retention that may be used by the company.

STANDARD OF PERFORMANCE OF TASK:

Following federal, state and local guidelines as to length of time records should be kept, source documents will be stored using record preservation methods determined by company.

SOURCE OF STANDARD: Writing Team

CONDITIONS FOR PERFORMANCE OF TASK:

1. Source document
2. Tools and equipment

PERFORMANCE GUIDE

1. Identify government agency timelines for record retention.
2. Determine method(s) of preservation based upon length of document retention.

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.a

TASK: Maintains petty cash fund.

STANDARD OF PERFORMANCE OF TASK:

Correctly completes a petty cash record for petty cash expenditures. Petty cash vouchers plus cash on hand must equal amount of petty cash fund.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Petty cash record
(b) Petty cash vouchers
(c) List of approved petty cash expenditures
(d) Tools and equipment

PERFORMANCE GUIDE

1. Establish petty cash fund
2. Receive signed voucher for each payment from petty cash
3. Record, foot, rule and summarize petty cash record
4. Replenish petty cash fund by requesting a check equal to total of all petty cash vouchers.

COMPETENCY: Performs banking and other currency-related functions to handle financial transactions.

PERFORMANCE OBJECTIVE 3.b

TASK: Prepares banking records.

STANDARD OF PERFORMANCE OF TASK:

Correctly prepares deposit slip. Total on deposit slip must equal sum of checks and cash for deposit. Accurately reconciles check book balance with account balance on bank statement. Correctly completes check stub and/or register and writes check. Information on check and check stub must be in agreement with source document.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Deposit slips
(b) Checks
(c) Source document
(d) Check register/stub
(e) Bank statement
(f) Tools and equipment

PERFORMANCE GUIDE

1. Verify the accuracy of the information on checks received.
2. Open checking account and complete signature card
3. Deposit receipts of cash and checks into checking account
4. Write checks
5. Record service chart in check register
6. Bring check register balance forward
7. Reconcile bank statement

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.a

TASK: Maintains accounts receivable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of customer accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the accounts receivable control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Appropriate journals
(c) Appropriate ledgers
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify invoice amounts
2. Record sales on accounts
3. Post entries to subsidiary ledger
4. Post entries to general ledger
5. Obtain source documents for cash receipts
6. Record receipts on account
7. Post entries to subsidiary ledgers
8. Post entries to general ledger
9. Prepare schedule of accounts receivable
   a. List names of customers in name column and amount of each balance in first amount column
   b. Total the balances and enter in second amount column
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts receivable control account

COMPETENCY: Accounts for receivables and payables.

PERFORMANCE OBJECTIVE 4.b

TASK: Maintains accounts payable.

STANDARD OF PERFORMANCE OF TASK:

Records accurately a listing of vendor accounts and amounts. Totals of subsidiary ledger accounts equals the balance of the accounts payable control account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Appropriate journals
(c) Appropriate ledgers
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify invoice amounts
2. Record acquiring items on account
3. Post entries to subsidiary ledger
4. Post entries to general ledger
5. Obtain source document for paying on account
6. Record payments on account
7. Post entries to subsidiary ledger
8. Post entries to general ledger
9. Prepare schedule of accounts payable
   a. List creditors in name column and amount of each balance in first amount column
   b. Total the balances and enter in second amount column
10. Verify that the source of the subsidiary ledger accounts equals the balance of the accounts payable control account

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.a

TASK: Prepares payroll records.

STANDARD OF PERFORMANCE OF TASK:

Computes and records employee's payroll earnings and deductions in a payroll register and employee's earnings record without error. In payroll register, total net earnings plus total deductions must equal total gross earnings. Prepare payroll checks without error. Total net earnings from payroll register must equal the total amount of all payroll checks.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and state guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee time record
(b) W-4 exemption certificate
(c) Chart of salary and wage rates
(d) Payroll register
(e) Employee earnings record
(f) Federal, state and city tax tables, as applicable
(g) Payroll check forms
(h) Tools and equipment

PERFORMANCE GUIDE

1. Computes gross earnings
   a. Examines the time record for hours worked
   b. Calculate regular and overtime earnings
   c. Total and write regular and overtime earnings on report
2. Prepares payroll register
   a. Enter employee's gross pay
   b. Compute deductions
   c. Compute net pay
3. Prepares payroll checks
   a. Prepare check stub from information on the payroll register
   b. Prepare check information and secure appropriate authorized signature
4. Records pay date, gross, withholding amounts and net pay in Employee's Earnings Record

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.b

TASK: Journalizes and posts entries for payroll and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Journalizes payroll and employer's payroll tax entry without error. Appropriate account(s) and amount(s) must be debited and credited. Posts journal entries to general ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice
Federal and State Guidelines

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal
(b) General journal
(c) Federal and state unemployment compensation tax rates
(d) FICA tax rate
(e) Payroll register
(f) Tools and equipment

PERFORMANCE GUIDE

1. Journalizes payroll entry in appropriate journal.
2. Compute employers' payroll taxes.
3. Journalize employers' payroll taxes
4. Post to ledger accounts

COMPETENCY: Prepares payroll.

PERFORMANCE OBJECTIVE 5.c

TASK: Reports and pays withholding and payroll taxes.

STANDARD OF PERFORMANCE OF TASK:

Prepare reports and pay tax amounts in compliance with Federal and State guidelines.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Employee's earning records
(b) Employee's quarterly federal tax return
(c) Wage and tax statement
(d) Transmittal of income and tax statements
(e) Federal tax deposit form
(f) Blank checks
(g) Tools and equipment

PERFORMANCE GUIDE

1. Complete appropriate reports using current government guidelines
2. Prepare employee's W-2 forms annually
3. Prepare and remit the W-3 transmittal form annually

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.a

TASK: Estimates, journalizes, and posts bad debts expense.

STANDARD OF PERFORMANCE OF TASK:

Computes estimated bad debts for fiscal period in accordance with the company's prescribed procedures. Amount must be a given percentage of a prescribed base (credit sales or aged accounts receivable balances). Appropriate accounts and amounts must be debited. Appropriate accounts and amounts must be credited. Posts journal entries to general ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General journal
(b) Information base for estimating using credit sales for period or aged account receivable balances
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Estimates bad debts.
   a. Select method of computing estimated bad debts.
   b. Compute the amount using a percentage of the prescribed base.
2. Journalize bad debts.
   a. Debit bad debts expense.
   b. Credit allowance for uncollectible accounts.
3. Post entry to the general ledger.

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.b

TASK: Journalizes and posts a written-off account.

STANDARD OF PERFORMANCE OF TASK:

The appropriate amount should be debited to allowance for uncollectible accounts. The appropriate amount should be credited to accounts receivable account and the appropriate accounts receivable subsidiary ledger account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Journal
(b) Name and amount of account to be written off
(c) General ledger
(d) Accounts receivable subsidiary ledger
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Obtain authorization to write off customer's account
2. Record entry in general journal
3. Post journal entry to customer's account
4. Post journal entry to the general ledger account

COMPETENCY: Accounts for uncollectible accounts.

PERFORMANCE OBJECTIVE 6.c

TASK: Journalizes and posts collection of a written-off account.

STANDARD OF PERFORMANCE OF TASK:

Reinstate the account by debiting accounts receivable and crediting allowance for uncollectible accounts. Record the receipt of payment for the account by debiting cash and crediting accounts receivable. Posts journal entries to general ledger and account receivable subsidiary ledger without error.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) General journal
(b) Cash receipts journal
(c) General ledger
(d) Accounts receivable subsidiary ledger
(e) Name and amount of accounts collected
(f) Tools and equipment

PERFORMANCE GUIDE

1. Journalizes reinstatement of customer's account
2. Journalizes collection of account
3. Posts journal entries to customer's account
4. Posts journal entries to general ledger accounts

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.a

TASK: Records buying a plant asset.

STANDARD OF PERFORMANCE OF TASK:

Debits cost of asset in a plant asset account. Sources of acquiring plant asset (asset, liability, and/or capital) are credited and must equal debit amount.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Cash payments journal
(b) General ledger
(c) Source document of transaction
(d) Plant asset record
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize acquiring of plant asset in appropriate journal
2. Record the acquisition in the plant asset record

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.b

TASK: Records depreciation expense.

STANDARD OF PERFORMANCE OF TASK:

Amount of computed depreciation must be debited to d preciation expense account and credited to accumulated depreciation account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record.
(b) Work sheet.
(c) General journal.
(d) Ledger.
(e) Tools and equipment.

PERFORMANCE GUIDE

1. Journalize depreciation expense

COMPETENCY: Accounts for plant assets and depreciation.

PERFORMANCE OBJECTIVE 7.c

TASK: Records disposal of plant assets.

STANDARD OF PERFORMANCE OF TASK:

A. Transaction must reflect the following:

1) Plant asset account reduced by original cost of disposed asset.
2) Accumulated depreciation account reduced by accumulated depreciation of disposed asset.
3) Receipt of any cash.
4) Gain or loss on disposal.

B. Debits must equal credits.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Plant asset record
(b) Appropriate journal(s)
(c) Source document
(d) General ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize disposal of plant assets

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.a

TASK: Records issuance of notes payable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a credit to notes payable account and as a debit to appropriate asset and/or liability account.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the issuance of a note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.b

TASK: Computes and records payment of notes payable and interest.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate, and time of note. Amount of interest and principal of note must be debited to interest expense and notes payable accounts respectively. Credit entry to cash account must equal total debit account entries.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Compute interest due on note
2. Journalize entry showing payment of note and interest
3. Record in notes payable record the payment of note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.c

TASK: Records acceptance of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Amount of note must be recorded as a debit to notes receivable account and as a credit to appropriate asset and/or revenue account(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Authorization for payment of a note
(b) Appropriate journal
(c) Source document
(d) General ledger
(e) Tools and equipment

PERFORMANCE GUIDE

1. Journalize entry in appropriate journal showing the acceptance of a note

COMPETENCY: Accounts for notes and interest.

PERFORMANCE OBJECTIVE 8.d

TASK: Records collection of principal and interest of notes receivable.

STANDARD OF PERFORMANCE OF TASK:

Interest must be computed correctly using principal, rate and time of note. Amount of interest and principal of note must be credited to interest income and notes receivable accounts respectively. Debit entry to cash account must equal total credit account entries.

SOURCE OF STANDARD: Writing team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Appropriate journal
(b) Source document
(c) General ledger
(d) Tools and equipment

PERFORMANCE GUIDE

1. Verify that interest received was correct amount
2. Journalize entry showing receipt of both principal and interest
3. Record, in notes receivable, receipt of the principal

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 9.a

TASK: Determines quantities of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly accounts for incoming and outgoing units of merchandise. Result must be an accurate number of units on hand using a specified inventory method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory record
(b) Source document(s) for sales and purchases
(c) Tools and equipment

PERFORMANCE GUIDE

1. Determine number of inventory items by using one of the following methods:

   a. Periodic (physical)
   b. Perpetual

COMPETENCY: Analyzes and applies merchandise inventory methods.

PERFORMANCE OBJECTIVE 9.b

TASK: Determines and records value of merchandise inventory.

STANDARD OF PERFORMANCE OF TASK:

Correctly account for incoming and outgoing units of merchandise to arrive at an accurate valuation of merchandise inventory using a specified inventory valuation method.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Inventory report
(b) Stock record card
(c) Source document for sales and purchases
(d) Tools and equipment

PERFORMANCE GUIDE

1. Write headings
2. Multiply quantity by unit price
3. Write values in total value column
4. Add total value columns
5. Write total of inventory in total column
6. Check for accuracy

COMPETENCY: Accounts for partnerships and corporations.

PERFORMANCE OBJECTIVE 10.a

TASK: Prepares financial statements for a partnership.

STANDARD OF PERFORMANCE OF TASK:

Prepares, without error, income statement, capital statement, balance sheet and distribution of net income statement following a prescribed industry-standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Division of income information
(c) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement
2. Prepare distribution of income statement
3. Prepare capital statement
4. Prepare balance sheet

COMPETENCY: Accounts for partnerships and corporations.

PERFORMANCE OBJECTIVE 10.b

TASK: Prepare financial statements for a corporation.

STANDARD OF PERFORMANCE OF TASK:

Prepares, without error, income statement, balance sheet, statement of stockholder's equity or statement of retained earnings following a prescribed industry-standard format.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Work sheet
(b) Tools and equipment

PERFORMANCE GUIDE

1. Prepare income statement
2. Prepare statement of stockholders' equity
3. Prepare a balance sheet

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 11.a

TASK: Records transactions.

STANDARD OF PERFORMANCE OF TASK:

Correctly codes input data into computer. Debit amount(s) must equal credit amount(s).

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Chart of accounts
(c) Computer system
(d) Accounting software
(e) Formatted disks
(f) Coding/input forms

PERFORMANCE GUIDE

1. Organize computer area and accounting work
2. Load accounting software and data disk
3. Code transmittal forms according to account number
4. Input from transmittal form
5. Save to data disk
6. Print hardcopy

COMPETENCY: Performs accounting cycle using a computer.

PERFORMANCE OBJECTIVE 11.b

TASK: Records adjusting and closing entries.

STANDARD OF PERFORMANCE OF TASK:

Correctly inputs adjusting and closing entry data into the computer. Debit amounts must equal credit amounts.

SOURCE OF STANDARD: Writing Team
Industry accepted practice

CONDITIONS FOR PERFORMANCE OF TASK:

(a) Source documents
(b) Computer system
(c) Accounting software
(d) Formatted disks
(e) Coding/input forms

PERFORMANCE GUIDE

1. Load accounting software and data disk
2. Recall appropriate customers' files from data disk
3. Input adjusting entries
4. Input closing entries
5. Save to data disk
6. Print hardcopy

BASIC SKILLS/COMPETENCIES MATRIX

NOTE:
The Non-Degreed Accountant has mastered the accounting clerk and bookkeeper skills plus the following skills, as listed:

NON-DEGREE ACCOUNTANT

	PRIMARY RESOURCE	MATHEMATICS	Presents financial data in a variety of formats: charts, tables and graphs.	Verifies recorded financial data against other written sources.	SCIENCE	Applies logic and problem solving methods	COMMUNICATIVE ARTS	Reads legislation affecting financial recordkeeping.	Reads from a company established chart of accounts.	Interprets financial statements to know financial condition of the company.	RESPONSIBILITY SKILLS	Interprets company policies and procedures to other staff members.
1. COMPLETES ACCOUNTING CYCLE FOR A SERVICE BUSINESS.	1,3,5,7,8,9,10		X	X		X			X			X
2. COMPLETES ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS.	1,3,5,7,10,11		X	X		X			X			X
3. PERFORMS BANKING AND OTHER CURRENCY-RELATED FUNCTIONS TO HANDLE FINANCIAL TRANSACTIONS.	1,3,5,7,8,9,10, 11,13			X		X						X
4. ACCOUNTS FOR RECEIVABLES AND PAYABLES.	1,2,3,4,5,6,7,8, 9,10,11,13		X	X		X			X			X
5. PREPARES PAYROLL.	1,2,3,4,5,6,7,8, 9,10,11,13		X	X		X		X	X			X
6. ACCOUNTS FOR UNCOLLECTIBLE ACCOUNTS	1,2,3,4,5,6,7,10 11,12,13		X	X		X			X			X
7. ACCOUNTS FOR PLANT ASSETS AND DEPRECIATION.	1,2,3,4,5,6,7 10,11,13		X	X		X			X			X
8. ACCOUNTS FOR NOTES AND INTEREST.	1,2,3,4,5,6,7 10,11,13		X	X		X						X
9. ANALYZES AND APPLIES MERCHANDISE INVENTORY METHODS.	1,3,5,7,10,11, 13		X	X		X						X
10. ACCOUNTS FOR ACCRUED AND DEFERRED (PREPAID EXPENSES AND UNEARNED REVENUE) ITEMS.	1,2,4,5,6,11,13			X		X			X			X
11. ACCOUNTS FOR PARTNERSHIPS AND CORPORATIONS.	2,4,6,7,10,11,13		X	X		X		X	X			X
12. MAINTAINS A COST ACCOUNTING SYSTEM.	2,4,6,11,12		X	X		X			X			X
13. ANALYZES ACCOUNTING INFORMATION FOR ORGANIZATIONAL DECISION MAKING.	2,4,6,11,12,13		X	X		X						X
14. PERFORMS ACCOUNTING CYCLE USING A COMPUTER.	1,5,8		X	X		X			X			X

ACCOUNTING CLERK (cont'd)	RESPONSIBILITY SKILLS	Complies with company policy and government regulations.	Establishes and initiates long- and short-range goals for self-development and professional improvement.	Works as a team member within the work setting.	Demonstrates punctuality, dependability and honesty.	Uses initiative and imagination to solve problems within the scope of the job.	Accepts change and makes adjustments as needed.	Accepts constructive criticism and responsibility for own actions.	Takes pride in workmanship and development of safe work habits.	Practices neatness in work habits and personal appearance.	Learns and applies new technologies and procedures.	Ensures accuracy and completeness of data entered in accounts.	Completes work within the given period of time.
1. COMPLETES ACCOUNTING CYCLE FOR A SERVICE BUSINESS.		X		X	X	X	X	X	X	X	X	X	X
2. COMPLETES ACCOUNTING CYCLE FOR A MERCHANDISING BUSINESS.		X		X	X	X	X	X	X	X	X	X	X
3. PERFORMS BANKING AND OTHER CURRENCY-RELATED FUNCTIONS TO HANDLE FINANCIAL TRANSACTIONS.		X		X	X	X	X	X	X	X	X	X	X
4. ACCOUNTS FOR RECEIVABLES AND PAYABLES.		X		X	X	X	X	X	X	X	X	X	X
5. PREPARES PAYROLL.		X		X	X	X	X	X	X	X	X	X	X
6. ACCOUNTS FOR UNCOLLECTIBLE ACCOUNTS		X		X	X	X	X	X	X	X	X	X	X
7. ACCOUNTS FOR PLANT ASSETS AND DEPRECIATION.		X		X	X	X	X	X	X	X	X	X	X
8. ACCOUNTS FOR NOTES AND INTEREST.		X		X	X	X	X	X	X	X	X	X	X
9. ANALYZES AND APPLIES MERCHANDISE INVENTORY METHODS.		X		X	X	X	X	X	X	X	X	X	X
10. PERFORMS ACCOUNTING CYCLE USING A COMPUTER.		X	X	X	X	X	X	X	X	X	X	X	X

BOOKKEEPER MATRIX

BOOKKEEPER COMPETENCIES	PRIMARY REFERENCES FOR COMPETENCIES	MATH SKILLS: Uses the accounting formula (assets equal liabilities plus owner's equity) when recording financial data.	MATH SKILLS: Applies arithmetic skills in making change and maintaining accurate petty cash accounts.	COMMUNICATIVE SKILLS: Reads and interprets computer printouts.	COMMUNICATIVE SKILLS: Reads materials related to the job.	COMMUNICATIVE SKILLS: Clarifies with client information that is unclear.	COMMUNICATIVE SKILLS: Presents information from various resources in financial reports in a clear, logical and concise manner.	RESPONSIBILITY SKILLS: Works well under pressure and stress.	RESPONSIBILITY SKILLS: Organizes and prioritizes work to promote effective and efficient use of time.	RESPONSIBILITY SKILLS	RESPONSIBILITY SKILLS: Assists with on the job training of other staff.
Completes accounting cycle for a service business.	1, 3, 5, 7, 8, 9, 10	•			•	•	•	•	•	•	•
Completes accounting cycle for a merchandising business.	1, 3, 5, 7, 10, 11	•			•	•	•	•	•	•	•
Performs banking and other currency-related functions to handle financial transactions.	1, 3, 5, 7, 8, 9, 10, 11, 13		•	•	•	•		•	•	•	•
Accounts for receivables and payables.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13			•	•	•	•	•	•	•	•
Prepares payroll.	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 13			•	•	•	•	•	•	•	•
Accounts for uncollectible accounts.	1, 2, 3, 4, 5, 6, 7, 10, 11, 12, 13			•	•	•		•	•	•	•
Accounts for plant assets and depreciation.	1, 2, 3, 4, 5, 6, 7, 10, 11, 13			•	•	•		•	•	•	•
Accounts for notes and interest.	1, 2, 3, 4, 5, 6, 7, 10, 11, 13			•	•	•		•	•	•	•
Analyzes and applies merchandise inventory.	1, 3, 5, 7, 10, 11, 13			•	•	•	•	•	•	•	•
Accounts for partnerships and corporations.	2, 4, 6, 7, 10, 11, 13			•	•	•	•	•	•	•	•
Performs accounting cycle using a computer.	1, 5, 8			•	•	•	•	•	•	•	•